

SurveyTracker Email Web

How to upload a web form
that creates an email





To begin, either

Create a survey project

Select a survey project below:

#	PROJECT DESCRIPTION	START DATE	ENDING DATE	STATUS	TYPE OF SURVEY	RESPONDENT LIST STATUS	DISTRIBUTED
1	ABC Company Project	11/05/02	01/30/04	OFFLINE	REG	150 of 150	YES
2	ABC Standard 360 Example	NOT SET	NOT SET	OFFLINE	REG	176 of 176	YES
3	CPO	NOT SET	NOT SET	OFFLINE	REG	1 of 5	YES
4	Palms Inn Customer Satisfaction	01/01/03	02/21/03	OFFLINE	REG	166 of 176	YES
5	test project	NOT SET	NOT SET	OFFLINE	REG	14 of 14	YES



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Define a new distribution using one of the following methods.

* You may repeat this process to distribute a survey using multiple methods.



Paper



Disk



Web



E-Mail

Modify or review existing distributions

DISTRIBUTION NAME	TYPE	STATUS
CPAC Awards (web-data)	Web	Step 6
CPAC Awards (web-email)	Web	Step 3

Progress:



Set Options



Welcome/Thank You



Generate Files



Select Sample



Create Message



Send Message



Delete

Rename

Define a new distribution using one of the following methods.

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Paper



Disk



Web



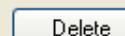
E-Mail

Modify or review existing distributions

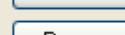
DISTRIBUTION NAME	TYPE	STATUS
CPAC Awards (web-data)	Web	Step 6
CPAC Awards (web-email)	Web	Step 3

Progress:

Set Options

Welcome/
Thank YouGenerate
FilesSelect
SampleCreate
MessageSend
Message

Delete



Rename

Define Web Survey Settings and Paths/URLs

Survey Options

-
-

Operating system of web server

- Windows NT / 2000 / XP
- Unix / Linux / Other

Response Options

- Return each survey via e-mail
 - E-mail Address:
 - Store responses in a data file on the server

Type of scripting system

- Perl
- ASP
- ColdFusion

ASP mailer program:

- NewMail
- ASPMail

* You may need to consult with your web administrator for the settings above.

Define Web Survey Settings and Paths/URLs

Survey/Script URL Addresses

Survey URL:

Example: <http://www.abc.com/surveys/mysurvey.htm>
(include filename i.e.: mysurvey.htm)

Script URL:

Example: </cgi-bin/> or <http://www.abc.com/cgi-bin/>
(filename not necessary, uses same name from above)

Survey/Script Directories (on web server)

HTML directory (full path where files will be published)

Example: <c:\inetpub\wwwroot\surveys>

Script directory (full path where script will be published)

Example: <c:\inetpub\scripts>

Read/write access directory for data (full path)

Example: <c:\inetpub\surveydata>

* You may need to consult with your web administrator for the settings above.

Define Web Survey Settings and Paths/URLs

Verify Current Settings

Current Web Distribution Settings:

Server Type: Windows

Responses: Returned via E-Mail to

bridget.brophy@benning.army.mil, albert.algood@benning.army.mil, kevin.fifield@benning.army.mil

Script Type: ASP

ASP Mailer: NewMail (CDONTS)

Survey URL: http://www.infantry.army.mil/surveys/CPO/awards_email.htmScript URL: http://www.infantry.army.mil/surveys/CPO/awards_email.asp

Survey Directory: F:\wwwroot\surveys\CPO\

Script Directory: F:\wwwroot\surveys\CPO\

[Print](#)** You may need to consult with your web administrator for the settings above.*



Create Welcome and Thank You Messages

 Include Welcome Message

Welcome Message



Welcome

 Include Thank You Message

Thank You Message



Thanks

Create Web Survey Files

Files To Create

- HTML Files
- Images Used
- Script Files

Preview

Method Of Transfer

- Disk
- LAN
- FTP

FTP Server: AnonymousUser Name: Password:

Connect

Current Directory:

Create Files

Change Dir

Back

Create Dir

Delete

Rename File

View File

File Name

Date

Time

File Size

Create Web Survey Files

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Method Of Transfer

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- FTP

FTP Server: AnonymousUser Name: Password:

Disconnect

Current Directory:

Create Files

Change Dir

Back

Create Dir

Delete

Rename File

View File

File Name	Date	Time	File Size
17ASOSftp	07/21/2004	02:51PM	<DIR>
ARIFTP	08/27/2004	08:55AM	<DIR>
atex02jvb	04/01/2003	01:35PM	<DIR>
BCTBftp	07/11/2003	06:42AM	<DIR>
BOLCftp	11/15/2002	12:36PM	<DIR>
CATD	01/30/2004	02:11PM	<DIR>
CMDGRPFTP	06/09/2004	04:34PM	<DIR>
conference	03/12/2004	03:46PM	<DIR>
dbl	01/05/2004	03:16PM	<DIR>
DCAFTP	08/02/2004	11:02AM	<DIR>
dcdbc	08/30/2004	01:31PM	<DIR>
dcdaid	08/23/2004	09:45AM	<DIR>
dcdesdd	09/02/2004	08:54AM	<DIR>
dcdfd	08/12/2004	11:03AM	<DIR>
dcdhq	01/14/2004	04:20PM	<DIR>
dcdmsd	08/26/2004	11:00AM	<DIR>
dcdsad	08/19/2004	11:20AM	<DIR>
dcdsd	08/16/2004	12:28PM	<DIR>
dcdtemo	07/27/2004	03:38PM	<DIR>
Docftp	05/28/2004	11:12AM	<DIR>
DOT	06/25/2004	02:10PM	<DIR>
DOT_Pubs	01/08/2004	01:33PM	<DIR>
dotftp	12/10/2003	04:50PM	<DIR>
dps	11/15/2002	01:53PM	<DIR>
EO	10/09/2003	08:14AM	<DIR>
EOO	02/11/2003	08:49PM	<DIR>
freedom	11/15/2002	01:53PM	<DIR>

Create Web Survey Files

Files To Create

- HTML Files
- Images Used
- Script Files

Preview

Method Of Transfer

- Disk
- LAN
- FTP

FTP Server: [ftp.benning.army.mil](ftp://ftp.benning.army.mil) AnonymousUser Name: Password:

Disconnect

Current Directory: /

Create Files

Change Dir

Back

Create Dir

Delete

Rename File

View File

File Name	Date	Time	File Size
17ASOSftp	07/21/2004	02:51PM	<DIR>
ARIFTP	08/27/2004	08:55AM	<DIR>
atex02jvb	04/01/2003	01:35PM	<DIR>
BCTBftp	07/11/2003	06:42AM	<DIR>
BOLCftp	11/15/2002	12:36PM	<DIR>
CATD	01/20/2004	02:11PM	<DIR>
CMDGRPFTP			<DIR>
conference			<DIR>
dbl			<DIR>
DCAFTP			<DIR>
dcdbcd			<DIR>
dcdcaid			<DIR>
dcdesdd	09/02/2004	08:54AM	<DIR>
dcdfd	08/12/2004	11:03AM	<DIR>
dcdhq	01/14/2004	04:20PM	<DIR>
dcdmsd	08/26/2004	11:00AM	<DIR>
dcdsad	08/19/2004	11:20AM	<DIR>
dcdsd	08/16/2004	12:28PM	<DIR>
dcdtemo	07/27/2004	03:38PM	<DIR>
Docftp	05/28/2004	11:12AM	<DIR>
DOT	06/25/2004	02:10PM	<DIR>
DOT_Pubs	01/08/2004	01:33PM	<DIR>
dotftp	12/10/2003	04:50PM	<DIR>
dps	11/15/2002	01:53PM	<DIR>
EO	10/09/2003	08:14AM	<DIR>
EOO	02/11/2003	08:49PM	<DIR>
freedom	11/15/2002	01:53PM	<DIR>

Change Directory

New Directory: /dotsurveys

OK Cancel



Create Web Survey Files

Files To Create

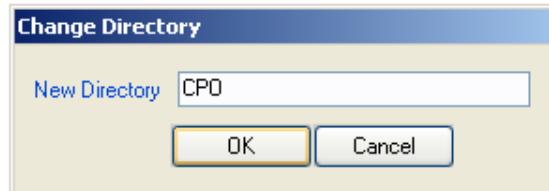
- HTML Files [Preview](#)
- Images Used
- Script Files

Method Of Transfer

- Disk
- LAN
- FTP

FTP Server: AnonymousUser Name: Password: [Disconnect](#)Current Directory: [Create Files](#)[Change Dir](#)[Back](#)[Create Dir](#)[Delete](#)[Rename File](#)[View File](#)

File Name	Date	Time	File Size
..			<DIR>
CPO	08/31/2004	12:05PM	<DIR>
data	09/01/2004	06:43PM	<DIR>
name	08/31/2004	02:02PM	<DIR>



Create Web Survey Files

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FTP Server: AnonymousUser Name: Password:

Disconnect

Current Directory:

Create Files

Change Dir

Back

Create Dir

Delete

Rename File

View File

File Name	Date	Time	File Size
..			<DIR>
awards_data.asp	08/31/2004	12:05PM	47,347 bytes
awards_data.htm	08/31/2004	12:05PM	3,946 bytes
awards_data.qst	08/31/2004	12:05PM	2,291 bytes
awards_data1.htm	08/31/2004	12:05PM	55,232 bytes
awards_data2.htm	08/31/2004	12:05PM	46,331 bytes
awards_data_ty.htm	08/31/2004	12:05PM	460 bytes
awards_email.asp	08/31/2004	11:06AM	46,873 bytes
awards_email.htm	08/31/2004	11:06AM	3,951 bytes
awards_email.qst	08/31/2004	11:06AM	2,190 bytes
awards_email1.htm	08/31/2004	11:06AM	55,236 bytes
awards_email2.htm	08/31/2004	11:06AM	46,333 bytes
awards_email_ty.htm	08/31/2004	11:06AM	460 bytes



Create Web Survey Files

Files To Create

- HTML Files
- Images Used
- Script Files

Method Of Transfer

- Disk
- LAN
- FTP

FTP Server: AnonymousUser Name: Password: Current Directory:

File Name

Date

Time

File Size

File Edit View Insert Format Tools Actions Help



Extra line breaks in this message were removed. To restore, click here.

From: someone@143.84.173.2
To: bridget.brophy@benning.army.mil; albert.algood@benning.army.mil; kevin.fifield@benning.army.mil
Cc:
Subject: SURVEY.CPO.D.164D9CE9-7187-49EE-B664AEEB272ED3C8

Sent: Thu 9/2/2004 9:09 AM

```
=+=+= ENVIRONMENT DATA =+=+=
FILE =
HTMLFILEPATH = F:\wwwroot\surveys\CPO\
DOCPATH = /surveys/CPO
PATH_INFO = /surveys/CPO/awards_email.asp
PATH_TRANSLATED = F:\wwwroot\surveys\CPO\awards_email.asp
SCRIPT_NAME = /surveys/CPO/awards_email.asp
SERVER_NAME = www.infantry.army.mil
REMOTE_HOST = 143.84.173.2
REMOTE_ADDR = 143.84.173.2
SECURITY_ID =
PROJECT_TITLE = CPO

=+=+= SURVEY - CPO =+=+=
ID_Q1_S1_1 >> 4
ID_Q3_S1_3 >> 1
ID_Q6_S1_C1_10 >> 3
ID_Q6_S1_C2_11 >> 3
ID_Q6_S1_C3_12 >> 3
ID_Q6_S1_C4_13 >> 3
ID_Q6_S1_C5_14 >> 3
ID_Q6_S1_C6_15 >> 3
ID_Q6_S1_C7_16 >> 3
ID_Q2_S1_2 >> 2
ID_Q8_S1_18 >>
ID_Q7_S1_17 >> Use it only when an employee truly deserves it. ID_Q4_S1_4 >> 7 ID_Q5_S1_C1_5 >> 1 ID_Q5_S1_C2_6 >> 1 ID_Q5_S1_C3_7 >> 1 ID_Q5_S1_C4_8 >> 1 ID_Q5_S1_C5_9 >> 1 =+=+= SURVEY END =+=+=
```